

Minutes

Steering Committee Meeting

Tuesday, April 20, 2004

1:30- 2:45

33 Hazen Drive, 1st Floor Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Monthly Meeting

Facilitator:

Dennis Roffman

Note taker:

Elaine Merchant

Attendees:

Brian Smith – OIT

Kelly Michael – DMV

Teresa Williams – Town of Wakefield

Brian Lumbert – OIT

Dennis Roffman – OIT

Peter Croteau – OIT

Glenn Ott – BearingPoint

Mary Kurkjian – BearingPoint

Rachel Henderson – BearingPoint

Rebecca Landry – City of Keene

Joan Porter – Town of Manchester

Craig Dudley – S&CSI

Kirsten Hale – DMV

Chuck Degrace – OIT

Sheri Kelloway – DMV

Pat Harte – City of Manchester

Larry Brigden – DMV

Linda Farrell – DOS

Jim Bronson - OIT

Agenda Topics

I. Renewal Registration Demo	Dinesh
<ul style="list-style-type: none"> • MAAP Demo 	
II. Revised Project Schedule	Dennis
<ul style="list-style-type: none"> • BearingPoint Handout, and MAAP Summary Project Plan Handout. • Review of the Project plan and upcoming milestones. • September 7th is the delivery date. (MAAP) 	
III. BearingPoint Activities	Glenn/Rachel
<ul style="list-style-type: none"> • Finishing the development. Scheduled to be completed on May 7, 2004. • System Testing continues. • Load Testing and Performance Testing. • Creating scenarios and data for User Acceptance Testing (UAT) • Help content and training materials. 	
IV. New Issues	Dennis
<ul style="list-style-type: none"> • Network diagrams have been created to provide implementation detail and identify hardware and software requirements. • Working to understand the existing printing requirements and what will be implemented with MAAP. • Vendors are concerned with the cost and labor needed to implement printing and networking requirements. They need to retrofit their software to validate checks. • There is no ability to search w/o a Date of Birth. The requirements have been defined and is being scoped out. 	
V. Functions Deferred to later MAAP phase	Dennis
<ul style="list-style-type: none"> • Supervisor override for non compliant VIN • Changing of User ID • Town Plate Swap Ability 	
VI. Implementation Activities	Brian
<ul style="list-style-type: none"> • Orders Pending: Memory for PC upgrade, New PC's replacing dumb terminals and new printers for Training. • Training schedule to be reviewed. • May 1, 2004 is the target date for PC upgrades 	

- Need to clearly define security requirements for Browser Towns that are to be added in the future.

VII. OIT Construction Activities

Jim

- Review of ongoing OIT Development Efforts which include:
- Reports, Boats, and IDMS.

VIII. Training

Kelly

- Final stages of confirming the training requirements from the Towns.
- Other Issues:
 - 1) Towns are concerned about the impact on their business operations when MAAP is rolled out.
 - 2) Cities and Towns met to discuss concerns. Required to do all transactions in order to be on MAAP. Close out process for MAAP is a problem. Having to balance out before continuing work.
 - 3) Inability to correct a problem immediately. Cities and Towns are not able to correct issues until the next business day which is not feasible.
 - 4) Fleet Registration.

IX. Citizen Registration Renewal (COMPASS)

Pete

- Review of summary project plan (COMPASS)
- 93 Towns have signed up.
- 6 Towns for June 1, 2004 implementation.
- Project is on schedule.
- Information about project is available OnLine.
- May 24, 2004 is the plan for a Pilot Testing
- May 6, 2004 set date for Training

Next Meeting: Department of Safety, May 18, 1:30pm